



ACADEMIC SENATE

Adopted Minutes

April 19, 2010
Board Room 626
3:00 pm – 5:00 pm

1. Call to Order

President Jeffrey Lamb called the meeting to order at 3:04 p.m.

2. Roll Call:

Jeffrey Lamb, President

Thea Alvarado, Erin Farmer – *ex officio*, Lisa Giambastiani, LaNae Jaimez, Richard Kleeberg, Jeanette McCarthy, Lou McDermott, Karen Wanek, Darla Williams

Late Arrivals: Darryl Allen, Susanna Crawford

Absent: Barbara Pavao

Guests: Superintendent/President Jowel Laguerre, VP Lisa Waits, Corrine Kirkbride

Connie Adams, Interim Admin Assistant

3. Approval of Agenda – April 19, 2010

Motion to Approve – Senator Williams; Seconded – Senator Alvarado; Unanimous as Amended: Distinguished Faculty of the Year Awards, Item 7.2, moved to top of agenda following Approval of Minutes

Distance Education (DE) added under Committee Reports, Item 6.4.

4. Approval of Minutes – March 15, 2010 and March 29, 2010

Motion to Approve March 15 Minutes – Senator Kleeberg; Seconded – Senator Williams; Unanimous

Motion to Approve March 29 Minutes – Senator McDermott; Seconded – Senator Jaimez; Unanimous, with one Abstention, as Amended: Senator McCarthy requested inclusion (bulleted in Agenda Item 8.1) of “Senator McCarthy raised the question: once an Academic Senate President has the responsibility to recuse him/her self due to a conflict of interest, should that recusing start right away, or can that Academic Senate President subsequently appoint the person who is going to appoint the committee for which there is a conflict of interest?”

5. President’s Report - Available for viewing at sccsenate.blogspot.com and attached to minutes

President Lamb further explained item #5 under ASCCC Plenary topic- Opposition to Proposed Modification of the California Community College Mission (Resolution 6.01): interesting discussions came forth regarding AB 1440 to expand California community colleges to include BA degrees. The State Senate opposed, seeing this as an unfunded mandate, and Senate voted against expansion of community college mission.

President Lamb shared that an interesting discussion on CCC Assess also took place with several initiatives. There is a system wide effort to provide a centralized and common math assessment model, which he’ll forward to anyone interested. The theory for this was that all colleges pay money for and perform assessments, and it would be wise to come up with a common, yet localizable, assessment tool to leverage the 2.3 million student buying power to coordinate through the Systems Office. Assurances were made that this would not be a standardized test; rather it would be multiple measures, without score caps. It would be a statewide test that schools could localize, modify, and create their own caps. The

pilot process will take 1 ½ years but will be on fast track. President Lamb will put an all-call for faculty involvement in Faculty Forum statewide. Senator McDermott noted that CSU has everyone take the same math and English assessment which colleges are forced to accept, and gave the example that falls below the Maritime Academy assessment. President Lamb offered that this should be an opt-in. He also noted that there was general session discussion regarding streamline processes for implementing pre-requisites, but no resolutions made.

In addition to his report (attached), President Lamb recommended that the Senate President (to be elected) and at least one other officer or Senator attend the Faculty Leadership Institute, to be held in Southern California. Though the Senate budget had been cut in half, President Lamb has been working to have it reinstated, so funds should be available to send two representatives.

Constitutional Review and Program Discontinuance Policy have been brought forth on several agendas recently, without time for discussion. Because the Constitution will be a valuable thing to accomplish and it will be a significant work, President Lamb queried Senators regarding interest in adding a special work meeting. Senator Crawford suggested choosing a particular topic. President Lamb was concerned about situational fixes, which could be a reaction, rather than consideration of constitutional guidelines. Ms. Farmer suggested the importance of adjusting disproportionate representation caused by division reorganizations, which would include review of curriculum and technology. A meeting for Constitutional Review will be held on Monday, April 26.

President Lamb further explained the CCC Assess discussion that took place with several initiatives and the system wide effort to provide a centralized and common math assessment model, which he'll forward to anyone interested. The theory for this was that all colleges pay money for and perform assessments, and it would be wise to come up with a common, yet localizable, assessment tool to leverage the 2.3 million student buying power to coordinate through the Systems Office. Assurances were made that this would not be a standardized test rather it would be multiple measures and without score caps. It would be a statewide test that schools could localize, modify, and create their own caps. The pilot process will take 1 ½ years but will be on fast track. President Lamb will put an all-call for faculty involvement in Faculty Forum statewide. Senator McDermott noted that CSU has everyone take the same math and English assessment which colleges are forced to accept, and gave the example that it falls below the Maritime Academy assessment. President Lamb offered that this should be an opt-in. He also noted that there was general session discussion regarding streamline processes for implementing pre-requisites, but no resolutions made.

President Lamb asked Senators to consider volunteering as Marshalls at graduation ceremonies.

President Lamb reported that the College District is taking advantage of early retirement incentives and will hold a Forum with the Union today. June 8th is the deadline to get critical mass and the SCC Board can pull out by June 18th. It would be good for Senate to consider: the number brought up is eleven faculty retiring; probably replacing six; there are currently 3 retirements; and that means two faculty won't be hired back. Ten faculty members down, at some point, will affect the integrity and quality of programs offered. More immediately, with six faculty members to retire and positions not rehired, how can Senate insure faculty has voice in the hiring process for those six? These figures won't be confirmed until sometime in June and President Lamb expressed concern that a wait and see approach that could become an emergency hire could be a mistake. Deans have a sense of who will retire so divisions should be aware of potential retirees. Senate could engage faculty to look now at who and how to replace. It is critical to speak now and plan for the future to insure full-time faculty hires. It is very crucial now with six full-time positions open now and no set number of how many will be hired. Several scenarios are possible: have pool of candidates and hire based on available funding; increase the regular pool of adjuncts; have full-time temps. There is no need for a solution today yet it is Senate's role to

think about who we're hiring. He asked Senators to speak to their divisions now and avoid waiting for an emergency hire situation. Hiring priorities don't necessarily roll over. Senator Allen stated that priorities can't be set until Senators know who will be retiring, so contact Division Deans.

6. Reports

6.1 Superintendent/President Jowel Laguerre

S/P Laguerre noted he would send an email to all Senators regarding a few items to share that he didn't have time to address. VP Lisa Waits would complete his report.

VP Waits reported she had asked President Lamb to appoint faculty to the Academic Council, one of the regular groups on campus, which is now reinvigorated and meeting to look at administrative procedures and working on changes. She asked Senators to forward feedback before next Tuesday and she'll take it to Council. VP Waits distributed a paper on Policy #5200 and noted there have been a few changes: position titles (#1); where positions are available (#9); and documentation process (#8). She explained the latter item. Many students come in and say something happened and most cases are accurate. However, there are a number of repeats, so the change would be to ask students for documentation so there is more on which to base decisions. The biggest change (#10) is to remove a second level appeal. The Academic Council is the appeal process, so there is more than one person reviewing the appeals. Electronic records will be kept and loops will be closed within some special focus programs. The Academic Senate, Shared Governance Council, and Student Government have given input into these changes. A Senate vote for policy approval is needed but not necessarily for administrative changes such as these. However, VP Waits requested Senate review and approve these changes so students can know that other groups have reviewed this. President Lamb agreed this will be added as an action item to the May 3rd agenda. VP Waits also noted that Academic Affairs and Student Affairs will be combined under one Vice President who will not need more on their plate. Senator Crawford expressed that she would want the VP on the committee for appeals. VP Waits stated there are about 400 academic petitions a year. She has been reading the petitions, Laurie Gorman makes a grid, and the Committee reviews the stack as necessary. All petitions have to be individually read. President Lamb and Senator Kleeberg suggested to keep this policy consistent with others and for clarity regarding a designee (#9) that it would be important to designate who that would be. VP Waits will send an email with change wording to VPAASA or Academic Dean.

6.2 Treasurer's Report – Thea Alvarado

Senator Alvarado reported the Senate bank account balance is \$9,473.32, with a monthly income of 141.40 from payroll. The last check/withdrawal was in December, the Clark Young donation in the amount of \$80. President Lamb noted that funds from this account will be used for Distinguished Faculty Awards and the Tenure Tea. He's heard requests recently for 'adopting' students such as from the Speech/Debate team or other ways to support students which can be considered.

6.3 Election Committee – Darryl Allen

Senator Allen reported he will have an email ready to send to all faculty by the end of the day, requesting nominations for the upcoming Senate election. The President-Elect, At-Large Senator, 2-year Term Adjunct Senator, and a 1-year Term replacement Adjunct Senator (for Senator Alvarado who is resigning due to pregnancy) are the positions up for election.

6.4 Committee Reports

6.1 Distance Ed Report – Karen Wanek

Senator Wanek reported on two issues that came up at the last meeting: 1) as divisions make their own policies for use of e-college, some using e-pack and some going outside of e-college, DE hopes to establish a college-wide process; 2) Sandra Rotenberg, DE Coordinator, is completely inundated. One proposal is to have a classified administrative assistant to do a lot of the tasks, such as dealing with phone, emails, and data entry. Dale Crandall Bear agreed to work with Ms. Rotenberg for email triage –

students, faculty, staff, and administration that should go to admissions and records or elsewhere. She has become the conduit for everything online, which needs to change. One suggestion was an email system to answer back “if your question is about . . . , go here”. The DE Committee will create an argument to add administrative staff. There has been discussion to have someone full time, shared between Senate and DE. Responding to a question, President Lamb stated that the DE Coordinator currently reports to VPAA, formerly to the Technology & Resources VP. He noted that in the near future the new Dean of Academic Success and Resources could give her some of the resources to do the job. This would be a huge morale booster for Ms. Rotenberg as the number of students has grown astronomically since she took this position and the workload is enormous, with only a 40% release time. Ms. Farmer suggested Ms. Rotenberg document the numbers and Senator Crawford added this might be written as a bigger position. Senator Wanek agreed, but the immediate need is to get through the semester and buy time for now with some extra support. S/P Laguerre has said addition to release time would have to go through the Union. They say yes, but the District has to initiate it. President Lamb noted that the reassign time would be much more costly than adding administrative support. He acknowledged that as DE is moving to problem solving, they are asking for Senate awareness to be cognicent, receptive and share any ideas, Senator Wanek noted that there could be potential funding with online courses. The log-ins of students has doubled in the last 2-3 years. President Lamb agreed that as online numbers grow, assignment time can be increased as well. Senator Allen opined that the system was poorly designed so it would be most important to fix leaks and design a system that works to solve the process problem. Senator Kleeberg suggested professors should be contacted, rather than the Coordinator and BANNER could have an effect on that. Senator Wanek shared that the DE Committee is talking to people in their department to see what e-companion can do, what people can use it for and see if they’re only using what BANNER can do now. Senator Kleeberg will be speaking at the next DE meeting on May 7. President Lamb noted this is an important issue affecting Ms. Rotenberg, colleagues and students.

7. Information/Discussion Items

7.1 Student Cell Phone Use – Corrine Kirkbride

Ms. Kirkbride, the Basic Skills Math Coordinator, brought a Power Point presentation to Senate to address her concern regarding the use and noise volume occurring on campus from the use of cell phones. She explained how she had purchased signs to post in hallways to avoid timely channels in process after speaking with her Division Dean. She was later told by VP Carey Roth, that there is no District Policy to allow the posting of signs to restrict cell phone use.

Comments/Questions:

- There is policy to allow restriction in the classroom.
- Interpretation could be questioned regarding restriction outside of the classroom.
- Should policy be created and/or changed?
- How do we decide?
- Main goal is students should be able to learn.
- Cell phone issue is related to education and Senate should discuss and come up with policy replacement to bring before the Board.
- Senate could set up a Task Force to modify the current policy.
- It’s under Grounds for Disciplinary Action in SCC student handbook.
- This would be covered under Student Services Board Policy which is now under review. This could be a good time to implement a revision.
- Concern about overall restriction of cell phone use.
- Students don’t read handbook as much as signs would be noticed.

Senator Kleeberg offered to work with Ms. Kirkbride on this issue.

7.2 Distinguished Faculty of the Year Awards – Thom Watkins

Mr. Watkins reported that President Lamb emailed a letter and form to all faculty requesting nominations

for the Distinguished Faculty of the Year awards. Historically only committee members knew the winners who were announced at graduation. This year the R&R Committee wanted to announce the winners on May 7 with the collective faculty in attendance. President Lamb explained the change for this year: nominees will be announced at the R&R event followed by announcement of the winners during graduation ceremonies. Senator McDermott requested everyone remember adjuncts when nominating colleagues. Mr. Watkins noted that the previous year's winners, Maria Santiago and Allison Aubert, are required to serve on the committee. He called for additional committee members and Senators Williams, Giambastiani, and McDermott volunteered.

7.3 Tenure Tea Committee

President Lamb reported that it is time to organize the Tenure Tea Senate event to honor faculty. Someone in ceramics will make nice mugs. He noted this is an enjoyable task and opportunity to celebrate colleagues and asked who would be willing to step forward and assist. Senator McDermott offered that it mostly involves time in coming up with a menu and informing everyone. The College now has a nice faculty dining room to use. Senators Jaimez and Alvarado volunteered. President Lamb will contact Ferdinanda Florence for her input, as she organized the event last year. The room will need to be reserved now. It was decided that May 14th, the week before finals, would be the best available time. The Committee will get back to Senate with decisions.

7.4 BANNER Update – Richard Kleeberg

Senator Kleeberg reported the BANNER Steering Committee has been disbanded as its work has mostly been done and BANNER will be handled within the S/P Cabinet. He has received confirmation from S/P Laguerre and Jim Ennis that the College has everything needed and that it is just a box that hasn't been opened yet. He expressed his discouragement as he's sent several emails to Luminus to see if the product is what he's been told. So far all he's gotten is "we're working on that". Senator Kleeberg further stated he has no reason not to believe that, but having been told this for three years, he's waiting to see it. They should provide course web pages and be more user friendly than e-companion. He used at UC Davis what Luminus should offer here, which would have many options plus provide a uniform course web page. If students see different web pages on different platforms, it can be very difficult to get there and it would be great to get to all their courses on one webpage. Senator Kleeberg will give a report to S/P Laguerre and send to others, but he wants to know for sure what Solano College really has. He's hoping to get someone to open the box and show him. No one has heard back from the Sun Gard representatives who were here last month. President Lamb will bring this concern up again to S/P Laguerre when he meets with him in the morning. Senator Kleeberg has requested agendas and minutes pertaining to BANNER matters to keep on top of it. He will meet with Distance Education Committee on May 3 in Room 902 at 2:30 p.m.

7.5 ASCCC Events Participation (see President's Report above)

7.6 Planning Future Senate Meeting Dates and Work-To-Be-Completed (see President's Report above)

7.6.1 Constitution Review Discussion

7.6.2 Program Discontinuance Policy Discussion

8. Action Items

9. Action Reminders

10. Announcements

11. Adjournment

Meeting adjourned at 5:04 p.m.

President's Report to the Senate - Monday, April 19, 2010

Meetings:

FaBPAC: We discussed the three Strategic Proposals that the Senate reviewed some time ago. The discussion focused primarily on the feasibility of the budget associated with the proposals. It is important to emphasize that this kind of rigor is vital and an important function of FaBPAC in the Integrated Planning Process. Dr. Laguerre also brought forward news that the College has taken steps to have the Vallejo Center receive center status, meaning that we will receive 1 Million more per year to the general fund. Also, there is a good chance that we'll get a one-time payment of 1 Million for this year. We'll know more after May 3rd when the **CCC Board of Governors** meets.

SGC: Of note was the discussion on the Board Policy 5000 series. For the most part, what was presented mimicked what Dr. Waits brought before the Senate some time ago. There some additional text added to the **BP 5300 procedures**. The following language what added:

"10. Mental Health Clearance

Mental Health clearance may be required before a student who has been disciplined for dangerous, abnormal or erratic behavior is readmitted to a particular class or allowed to come onto District property. The Vice President of Academic and Student Affairs (or designee) must receive a letter from a licensed mental health professional providing reasonable assurances that in his/her professional judgment the student will no longer continue the behavior which gave rise to the Vice President of Academic and Student Affairs (or designee) taking disciplinary action against him/her or that the student's continued presence on campus is not a threat to himself/herself or others. The mental health professional must be licensed by the State of California, and the Vice President of Academic and Student Affairs (or designee) must verify that the mental health professional is credentialed to render a professional opinion. The student shall bear the cost and expense of obtaining mental health clearance."

I've been asked if the Senate has issue with this addition.

DE Committee: Agenda topics included;

Area B: I traveled to Lake Merritt College and participated in the Area B meeting in which we reviewed and discussed resolutions that would come to the floor in Plenary.

ASCCC Plenary: In addition to several great workshops... one that I presented at...J the Plenary is a time of giving guidance to the ASCCC through a series of resolutions. In the resolutions, of note, were several related to:

1. Support for the Consultation Council's **recommendations** to the ACCJC. (Resolution 2.03)
2. Plan to infuse cultural competency (Resolution 1.02)
3. Two papers on Equity and Diversity
4. The questions of transfer and articulation that Robin Arie-Donche brought to the Senate was referred to Exec. (Resolutions 4.04 and 4.05)
5. Opposition to Proposed Modification of the California Community College Mission (Resolution 6.01)
6. Chancellor's Office MOU with Kaplan (Resolution 7.03)

Additionally, I went to a presentation on **CCC Assess**. (This links to a 2009 doc that has some information but is not current). It is a system wide effort to provide a "centralized common assessment model".

Other topics:

I spoke with **Dolores Davidson** who is on the "Relations with Local Senates" committee. I've invited her to come to SCC for our last meeting of the semester to serve as a resource to our new President and Senators. She will be available on May 17th from 2-3, be present during our meeting, and then be available from 5-6, if necessary.